

Draft Meeting Agenda
Board of Addiction & Prevention Professionals
May 14, 2020
10:30 AM to 5:00 PM (CST)
Call-In Number: 866-410-8397
Access Code: 730-588-5906

Member Listing

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| 1. Amy Hartman, President | 6. Stacy Gorman |
| 2. Jill Viedt, Vice-President | 7. Kara Graveman |
| 3. Nicole Bowen, Secretary / Treasurer | 8. Kristi Jacobsma |
| 4. Terri Brown | 9. Donald McCoy |
| 5. Ellen Feiner | |

Others Participating: Jeff Bratkiewicz, Brenda Tidball-Zeltinger, and Tina Nelson

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

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| 1. 10:30 a.m. Call to order | Hartman |
| 2. Roll call | Hartman |
| 3. Approve the May 14, 2020 meeting agenda | Hartman |
| 4. Approve the February 6, 2020 Board of Directors meeting minutes | Hartman |
| 5. 11:00 a.m. Public Input | Hartman |
| 6. 11:15 a.m. Executive Session: 2017-3; 2020-1; and 2 anonymous complaints
Bratkiewicz | |
| 7. K.B. request for an extension to the ACT 5-year deadline | Nelson |
| 8. Financial Report | Nelson |
| 9. BAPP Clerical Support | |
| 10. Nelson transitioning to work remotely from home | Nelson |
| 11. Due to COVID-19, the Property Manager has ceased operations on the office renovation
(windows, carpet & paint) | Nelson |
| 12. When the Order and restrictions are lifted regarding COVID-19, and prior to the office
renovation, the BAPP will be asking for volunteers to purge files | Nelson |
| 13. Continued discussion and recommendations regarding an online database and software | Nelson |
| 14. Jacobsma's request to address continuing professional training requirements, in relation
to the COVID pandemic | Jacobsma |
| 15. Establish COVID updates to be posted on the BAPP website | Nelson |
| 16. Quote from Pheasantland for printing Standards Manuals and fastening into report covers | Nelson |
| 17. Committee Update regarding review of and proposed administrative rule changes | Hartman |
| 18. Other Business | Hartman |
| 19. Upcoming Board of Directors meetings: August 6, and November 12, 2020 | |
| 20. Adjourn | Hartman |

**South Dakota Board of Addiction
and Prevention Professionals**

3101 W. 41st St., Suite 205

Sioux Falls, SD 57105

Phone: 605.332.2645

Fax: 605.332.6778

Email: bapp@midconetwork.com

Web: www.dss.sd.gov/bapp



Draft Meeting Minutes

Board of Addiction & Prevention Professionals

Park Place Center, 3101 W. 41st Street, Sioux Falls, SD 57105

February 6, 2020

10:30 AM to 5:00 PM (CST)

Call In Number: 866-410-8397

Access Code: 730-588-5906

In Attendance: Nicole Bowen, Terri Brown, Ellen Feiner, Stacy Gorman, Amy Hartman, Kristi Jacobsma, & Donald McCoy.

Not in Attendance: Kara Graveman & Jill Viedt.

Others in attendance: Jessica Tyler & Amy Iversen-Pollreisz (via conference call), Jeff Bratkiewicz, Judy Mittleider, & Tina Nelson.

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

I. At 10:35 a.m. Hartman called the meeting to order. New Board member Jacobsma was welcomed and introductions were made.

II. Hartman called the roll. A quorum was present.

III. Feiner made a motion to approve the February 6, 2020 meeting agenda, with the following additions: review new information from the Property Manager regarding the Carpet Installation Proposal; Independent Practice proposed letter; discussion regarding an Intern; and surplus computer monitors. Brown seconded the motion, motion passed.

IV. Brown made a motion to approve the November 7, 2019 Board of Directors meeting minutes. Gorman seconded the motion. Motion passed.

V. At 10:50 a.m. Hartman called for Public Input. Hearing none, she proceeded with the agenda.

Conference call with Jessica Tyler ended.

VI. At 10:55 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

At 12:23 p.m. Hartman moved the meeting out of executive session.

The Board took a lunch break from 12:25 p.m. to 1:00 pm.

At 1:02 p.m. Hartman called the meeting to order.

Jessica Tyler & Iversen-Pollreis joined the meeting via conference call.

VII. 2017-3 McCoy made a motion recommending the Board continue with monitoring. Brown was not present during discussion of this matter. Gorman seconded the motion. Brown abstained. Motion passed.

VIII. 2019-4 Gorman made a motion to close the file, as all terms and conditions have been met. Feiner seconded the motion. Motion passed.

IX. 2019-6 Feiner made a motion to close the file and no further action be taken. However, a standardized letter will be sent to individuals not credentialed by the BAPP, who identify themselves as a credentialed addiction professional, in SD. The letter will provide notification that the individual does not have status with the BAPP, and request the individual identify the Board that issued the credential. The letter will request any training / conference materials, registrations, websites, marking materials, etc. should specify the credentialing authority. Brown seconded the motion. Motion passed.

X. 2019-7 Feiner made a motion to accept the voluntary relinquishment of the ACT recognition and certificate. Nelson will submit notice to the NPDB and post on the BAPP's website. Bratkiewicz will send a letter to the individual, notifying her/him that the matter is closed and no further action will be taken. Gorman and Jacobsma abstained. McCoy seconded the motion. Motion passed.

XI. 2019-8 McCoy made a motion to approve the Order Accepting the Voluntary Surrender of the Certification/Licensure. Nelson will send a letter to the complainant reflecting the matter was investigated, action taken and is now closed. Nelson will submit notice to the NPDB, ICRC, and post on the BAPP's website. Bowen, Hartman, Gorman and Viedt abstained. Feiner seconded the motion. Motion passed

XII. Gorman made a motion to approve the Financial Report. McCoy seconded the motion. Motion passed.

XIII. The carpet installation proposal was reviewed and approved. Nelson will get quotes / estimates for the cost of moving the office furniture and equipment to and from a temporary location. To reduce moving expenses, the Board is supportive of the BAPP hiring a company to scan the "past" files and shred the hard copies. Any matters regarding the carpet installation / temporary move, that need to be addressed prior to the next meeting, can be reviewed and approved by the Executive Committee.

XIV. DSS requested a cost estimate for an online software, and database. Upon review of the estimate, the Board inquired if DSS offers / has a shared software program available for the Boards to utilize, under their auspices? It was suggested the BAPP contact other credentialing / licensing Boards to obtain knowledge regarding their program use and software developer(s); and contact other software companies to request additional quotes / bids.

XV. Hartman, McCoy, Iversen-Pollreis, Nelson, Dee Le Beau, Stanley LaRoque, and Marcie Sprague met on December 5, 2019, to discuss the working relationship between the BAPP and the Great Plains American Indian Credentialing Board (GPAICB). The GPAICB members believe a MOU would be beneficial and recommended the Board of Directors and BAPP staff attend a Cultural Awareness training. LeBeau requested and was provided with a copy of the BAPP's PowerPoint Presentation. LeBeau stated she would send / share GPAICB's PowerPoint with the BAPP.

XVI. Iversen-Pollreisz explained the Governor requested an internal review of the Boards. As a result of this review, it was determined most of the Departments with state employees, are formally supervised by someone in state government. All state administrators will now formally be supervised by the DSS Deputy Secretary.

XVII. Review and discuss Senate Bill 23. Information in this bill may be resourceful when revising administrative rules.

XVIII. Bowen, Hartman, Jacobsma, and Viedt are meeting on March 13, 2020 to discuss administrative rule changes and identify the priorities of these changes.

XIX. When a CAC or LAC renewal is received, and it's not clear if the business organization / entity identified on the application as the practitioner's place of employment, is a private practice, group practice, state accredited agency, etc., the Board recommends a standardized letter be sent. This letter will identify the requirements and qualifications, necessary for an individual to practice as a private independent addiction counselor.

XX. Nelson shared it would be helpful if the BAPP had larger computer monitors. Iversen-Pollreisz indicated she would check to see if there were any available through the state's surplus property.

XXI. Nelson inquired about the process or possibility of having an intern assist with file clean-up and scanning. Iversen-Pollreisz stated she would inquire if another area within DSS, had anyone available, to help for a few weeks.

XXII. The upcoming Board of Directors meetings are scheduled as follows: May 14, August 6, and November 12, 2020.

XXIII. At 2:36 pm. McCoy made a motion to adjourn the meeting. Gorman seconded the motion. Motion passed.